



## TOWN COUNCIL – AGENDA REQUEST FORM

THIS FORM WILL BECOME PART OF THE BACKGROUND INFORMATION USED BY THE COUNCIL AND PUBLIC

Please submit Agenda Request Form, **including back up information**, 8 days prior to the requested meeting date. **Public Hearing requests must be submitted 20 days prior to requested meeting date to meet publication deadlines** (exceptions may be authorized by the Town Manager, Chairman/Vice Chair).

### MEETING INFORMATION

Date Submitted: April 21, 2015

Date of Meeting: May 14, 2015

Submitted by: Joseph Mroz

Department:

Time Required: 15 minutes

Speakers: Joseph Mroz

Background Info.

Supplied:

Yes: ☒ No: ☐

### CATEGORY OF BUSINESS (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Appointment: ☐

Recognition/Resignation/

Retirement: ☐

**Public Hearing:** ☐

Old Business: ☐

New Business: ☒

Consent Agenda: ☐

Nonpublic: ☐

Other: ☐

### TITLE OF ITEM

Eagle Scout Project Presentation

### DESCRIPTION OF ITEM

Town Council to be presented with Life Scout Joseph Mroz's proposed Eagle Scout project to construct a trail at Grater Woods as approved by the Merrimack Conservation Commission on April 6, 2015.

### REFERENCE (IF KNOWN)

RSA:

Warrant Article: \_\_\_\_\_

Charter Article:

Town Meeting: \_\_\_\_\_

Other:

N/A

### EQUIPMENT REQUIRED (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Projector: ☐

Grant Requirements: ☐

Easel: ☐

Joint Meeting: ☐

Special Seating: ☐

Other: ☐

Laptop: ☐

None: ☐

### CONTACT INFORMATION

Name: **Joseph Mroz**

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

funkmasterj24@gmail.com

### APPROVAL

Town Manager:

Yes ☒ No: ☐

Chair/Vice Chair:

Yes ☒ No: ☐





# Town of Merrimack, New Hampshire

Community Development Department  
6 Baboosic Lake Road  
Town Hall - Lower level - East Wing

603 424-3531  
Fax 603 424-1408  
[www.merrimacknh.gov](http://www.merrimacknh.gov)

Planning - Zoning - Economic Development - Conservation

## MERRIMACK CONSERVATION COMMISSION

APRIL 6, 2015

### MEETING MINUTES

A regular meeting of the Merrimack Conservation Commission was held on Monday, April 6, 2015 at 6:34 p.m. in the Merrimack Memorial Conference Room.

Chairman Tim Tenhave presided:

Members of the Commission Present: Michael Boisvert  
Cynthia Glenn  
Gage Perry  
Councilor Thomas Mahon

Members of the Commission Absent: Matt Caron, Vice Chairman  
Robert Croatti, Alternate  
Lauren Kras, Alternate

Also in Attendance: Joe Mroz, 6 Wastersedge Drive, Nashua  
Earl Sandford, President, Sandford Surveying and Engineering  
Brian Button, Button Homes, LLC  
Tom Zajac, Civil Engineer, Hayner/Swanson, Inc.  
Jody Vaillancourt, 35 Greenleaf Street

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Voting Day is Tuesday, April 14<sup>th</sup> between the hours of 7:00 a.m. and 7:00 p.m. at the James Mastricola Upper Elementary School All Purpose Room.

There are two open positions on the Conservation Commission; one full-time member and one alternate member. Individuals interested should contact Becky Thompson in the Town Manager's Office and/or visit the Town's website to learn more about the openings.

Vice Chairman Caron was excused.

PUBLIC COMMENT - None

### APPOINTMENTS

#### 1. Eagle Scout Project at Grater Woods

Commission to hear from Life Scout Joe Mroz about his proposed project at Grater Woods.

Life Scout Joe Mroz introduced himself as a sophomore at Nashua High School North, and stated his goal for his Eagle Scout project to be the construction of a trail at Grater Woods. The reasons he expressed for wishing to construct a trail were: 1) to help the community by making the forest more usable, 2) to provide safe passage for hikers and mountain bikers to enjoy nature, and 3) was influenced during his time as a Cub Scout when he witnessed his brother constructing a trail at the Horse Hill Nature Preserve (HHNP).

Life Scout Mroz provided a PowerPoint presentation (can be viewed [here](#)). The project proposes a Category B trail half a mile in length (Category B). The trail would stay within the park and would not encroach on any wetlands. It would connect the Red Maple and Brick Yard Trails. A 12 - 20' section bridge would be erected over seasonal runoff. The project would be completed with minimal impact.





Life Scout Mroz informed the Commission he, his Eagle Advisor, and Vice Chairman Caron visited the area. They chose a trail type, defined an end to the trail, and determined where the trail could be laid out, e.g., 250' away from water sources, etc. A second walkthrough was conducted by Life Scout Mroz and his Eagle Advisor on January 3<sup>rd</sup>. During that visit they marked and mapped the trail. On January 20, 2015, he presented his proposal to the Grater Woods Sub-Committee, and gained their approval of the project.

Upon approval by the Commission, he intends to walk the proposed site to look for seasonal runoff and after rain fall. From there he would begin fundraising efforts. The project would begin with the cutting and clearing of the trail, construction of the bridge (in place), and installation of trail markers (blue, triangle shaped). Once completed, he would remove the pink tape flags that were put in place. Chairman Tenhave stated the Commission would supply the trail markers.

Life Scout Mroz would seek to acquire pressure treated wood, galvanized screws or nails, and food for volunteers (scouts from Merrimack Troop 424, other troops, members of the Robotics Team, family and friends). Volunteers will be recruited through email and will be provided a presentation of the project.

Fundraising efforts will include bake sales at local stores. The baked goods would be donated by him, his family members, and volunteer scouts. He may also conduct car washes.

The hope is for construction to begin in the late summer and complete in early fall.

Next steps include gaining the approval of the Conservation Commission. From there the project would be presented to the Town Council. Once approved by the Council, the project would be presented to Troop 424's committee, and then on to the District Advancement Eagle Board.

Commissioner Perry stated Grater Woods has two trails that are running a parallel track. The proposed trail would connect the two and provide for a smaller loop. He commented the area currently sees foot traffic (users going off trail).

When asked how the materials would be brought onsite, Life Scout Mroz stated they would be carried by scout volunteers. Chairman Tenhave noted the Gateway Trail has been improved and should be able to be utilized to bring materials in (vehicle through gates). He stated the need to work with Vice Chairman Caron in that regard. Life Scout Mroz stated his understanding it would be necessary to contact the school in order to have the gates opened. Chairman Tenhave stated it would be necessary to follow the established procedure for the opening of the gates if the desire were to travel by vehicle closer to the site to bring material in.

Chairman Tenhave commented the Commission relies upon the Sub-Committee to provide their recommendation. With their approval, he is confident the project will be a positive addition to the area.

Chairman Tenhave stated a willingness to post fundraising events on the Commission's website.

**MOTION BY COMMISSIONER PERRY TO APPROVE THE PROJECT AS PRESENTED**

**MOTION SECONDED BY COMMISSIONER GLENN**

**MOTION CARRIED**

**5-0-0**

**STATUTORY/ADVISORY BUSINESS**

**1. Button Homes, LLC. (applicant) and Donna Kazmirchuk (owner)**

Review for recommendation to the Planning Board for a minor subdivision of one lot into two single-family residential lots located at 71 Bedford Road in the R (Residential) and Aquifer Conservation Districts. Tax Map 6D, Lot 090.

Mr. Earl Sandford, President, Sandford Surveying and Engineering, informed the Commission the project is a two-lot subdivision off of Bedford Road. There is an existing home with two outbuildings, which may or may not be taken down. The design does not impact any wetlands. He stated his understanding the project was before the Commission because it is located in the Aquifer Conservation District.





# Eagle Scout Service Project Workbook



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's full legal name Joseph John Mroz

Please give a name to your project Bridge and Trail at Grater Woods

## Message From the Chief Scout Executive

Greetings Eagle Scout Candidate!

Congratulations on earning the rank of Life Scout. You are among approximately 57,000 young men who year after year, achieve that important milestone. As you ponder the meaning behind the Life patch, I encourage you to think about the symbol of the heart. Historically in Scouting, it was a fitting symbol of health and fitness, but it also represents the spirit of caring and giving that's behind the Eagle Scout service project.

Service to other people is what Scouting is all about. In many ways, your service project is a reflection of who you are as a youth leader. Your result should be of significant impact in your community to be special, and should represent your very best effort.



Your proposal, the logical first step, should emphasize your intention to give leadership to others through proper planning and development. Communicate with the beneficiary often to ensure the project meets the organization's needs once it's completed.

I encourage you to seek guidance from your unit leader and project coach as you need help. Your *Eagle Scout Service Project Workbook*, much like a compass, will help navigate your way to a life of service as a proud Eagle Scout.

Wishing you all the best in your journey on the Trail to Eagle!

A handwritten signature in black ink that reads "Wayne Brock".

Wayne Brock  
Chief Scout Executive

### Scouts and Parents or Guardians

Please read "Message to Scouts and Parents or Guardians" on pages 5 and 6. This includes excerpts and summaries from the *Guide to Advancement* that may help ensure requirements are properly administered according to national BSA policies and procedures. Please note, also, that when a Scout submits his project proposal he will promise he has read this entire workbook. Doing so will be important to his success.

### Only the Official Workbook May Be Used

Eagle Scout candidates must use the official *Eagle Scout Service Project Workbook*, No. 512-927, as produced by the BSA and found at [www.scouting.org/advancement](http://www.scouting.org/advancement). Although it is acceptable to copy and distribute the workbook, no council, district, unit, or individual has the authority to produce or require additional forms, or to add or change requirements, or to make any additions, deletions or changes in the text, outlines, links, graphics, or any other elements of the workbook.

### Attention: Unit, District, and Council Reviewers

Eagle Scout projects must be evaluated primarily on impact—the extent of benefit to the religious institution, school, or community, and on the leadership provided by the candidate. There must also be evidence of planning and development. This is not only part of the requirement but relates to practicing the Scout motto, Be Prepared. *However*, in determining if a project meets Eagle Scout requirement 5, reviewers must not require more planning and development than necessary to execute the project. These elements must not overshadow the project itself, as long as the effort was well led and resulted in otherwise worthy results acceptable to the beneficiary.



# Eagle Scout Service Project Workbook

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Eagle Scout Service Project Report	
Navigating the Eagle Scout Service Project, Information for Project Beneficiaries	

## How to Use This Workbook

This workbook includes valuable information that can help ensure your success. It includes four forms: a proposal, a final plan, a fundraising application, and a project report. After the forms you will find “Navigating the Eagle Scout Service Project,” an information sheet that you should provide to the project beneficiary before the beneficiary approves your proposal. You will find it helpful to take the entire workbook—even the parts that have not yet been completed—with you to all meetings and discussions concerning your project.

Before completing any of the four forms, read with your parent or guardian, the “Message to Scouts and Parents or Guardians” found on pages 5 and 6. If your project is worthy and meets Eagle Scout requirement 5 as written, the message will help you successfully present your proposal through the approval process.

## Preparing the Project Proposal

[Go to Project Proposal](#)

Your proposal must be completed first. It is an overview, but also the beginnings of planning. Be sure to read “Instructions for Completing Your Proposal” which appears right after the proposal cover page in this workbook.

## The Final Plan

[Go to Final Plan](#)

Complete your project final plan after your proposal has been approved, but before you begin work on your project. The Final Plan form is a tool for your use. No one approves it, although your project beneficiary has the authority to review it and require changes in it. Your final plan can also be important in showing your Eagle Scout board of review that you have planned and developed your project as required. And you are **strongly encouraged** to share your final plan with an Eagle Scout service project coach. Doing so can help you avoid many problems associated with service projects. Be sure to check with the council or district person who approved your proposal to learn how project coaches are designated in your community.

## The Fundraising Application

[Go to Fundraising Application](#)

If your fundraising effort involves contributions **only** from the beneficiary, or you, your parents or relatives, your unit or its chartered organization, or parents or members in your unit, then you do not need a fundraising application. If you will be obtaining money or materials from other sources, you may need to submit an application. See “Procedures and Limitations on Eagle Scout Service Project Fundraising,” which appears on page B of the fundraising application.

## The Project Report

[Go to Project Report](#)

Complete the project report after the project has been finished. You must sign it to confirm you led and completed the project. Note also, the signature lines for the beneficiary's and your unit leader's approval that your project fulfilled Eagle Scout requirement 5.



# Meeting Eagle Scout Requirement 5

## Eagle Scout Requirement 5

*While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than Boy Scouting.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the Eagle Scout Service Project Workbook, No. 512-927, in meeting this requirement.*

### Project Purpose

In addition to providing service and fulfilling the part of the Scout Oath, "To help other people at all times," one of the primary purposes of the Eagle Scout service project is to learn leadership skills, or to improve or demonstrate leadership skills you already have. Related to this are important lessons in project management and taking responsibility for a significant accomplishment.

### Choosing a Project

Your project must be for any religious institution, any school, or your community. It is important to note, however, that the BSA has defined "your community" to include the "community of the world." Normally, "your community" would not refer to individuals, although a council or district advancement committee may consider scenarios in which an individual in need can affect a community. It is then a matter of identifying a source representing the "community" who will provide approvals. For more information, see the *Guide to Advancement*, No. 33088, topic 9.0.2.5.

Your project must present an opportunity for planning, development, and leadership. For example, if a blood drive is chosen and the blood bank provides a set of "canned" instructions to be implemented with no further planning, the planning effort would not meet the test. You may need to meet with blood bank officials and work out an approach that requires planning, development, and leadership. This might involve developing and carrying out a marketing and logistics plan, reaching a challenging collection goal, or coordinating multiple blood collection events.

An Internet search can reveal hundreds of service project ideas. Your project does not have to be original, but it could be. It might be a construction, conservation, or remodeling project, or it could be the presentation of an event with a worthwhile purpose. Conversations with your unit leader, teachers, your religious leader, or the leaders of various community organizations can also uncover ideas. In any case, be sure the project presents a challenge that requires leadership, but also something that you can do with unskilled helpers, and within a reasonable period of time.

### Restrictions and Other Considerations

- There are no required minimum hours for a project. No one may tell you how many hours must be spent on it.
- Routine labor is not normally appropriate for a project. This might be defined as a job or service you may provide as part of your daily life, or a routine maintenance job normally done by the beneficiary (for example, pulling weeds on the football field at your school).
- While projects may not be of a commercial nature or for a business, this is not meant to disallow work for community institutions, such as museums and service agencies (like homes for the elderly, for example), that would otherwise be acceptable. Some aspect of a business operation provided as a community service may also be considered; for example, a park open to the public that happens to be owned by a business, but primarily benefits the community.
- A project may not be a fundraiser. In other words, it may not be an effort that primarily collects money, even for a worthy charity. Fundraising is permitted only for securing materials and facilitating a project, and it may need to be approved by your council. See "Eagle Scout Service Project Fundraising Application" later in this workbook.
- No more than one Eagle Scout candidate may receive credit for working on the same Eagle Scout service project.
- Projects must not be performed for the Boy Scouts of America, or its councils, districts, units, or properties.

### Collecting Service Project Data

The BSA collects information on hours worked on Eagle Scout projects because it points to achievement of our citizenship aim. Please assist with data collection by keeping a list of people who help and the number of hours they work. When you prepare your project report you will need this data to complete a form on page B of the report. Providing accurate information will also help your unit leadership enter your project into the BSA's Journey to Excellence tracking system.

## Message to Scouts and Parents or Guardians

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The Eagle Scout service project requirement has been widely interpreted—both properly and improperly. This message is designed to share with the Eagle Scout candidate and his parents or guardians the same information BSA provides to council and district volunteers responsible for project proposal approvals throughout the Boy Scouts of America.

In addition to reading this entire workbook, the candidate and his parent or guardian should consult the *Guide to Advancement*, No. 33088, beginning with topic 9.0.2.0, "The Eagle Scout Service Project." The *Guide* may be accessed at [www.scouting.org/advancement](http://www.scouting.org/advancement).

The *Guide to Advancement*, along with the *Boy Scout Requirements* book, No. 33216, and this workbook, are the primary official sources on policies and procedures for Eagle Scout service projects. The *Guide to Advancement* and *Boy Scout Requirements* book are available in Scout shops or on [www.scoutstuff.org](http://www.scoutstuff.org). Your local council and district are important resources for information and guidance and can tell you where to submit service project proposals.

The council and district may also establish limited local procedures as necessary. However, all of this must be done in harmony with the official sources mentioned above. Councils, districts, units, and individuals must not add requirements or ask you to do anything that runs contrary to, or that exceeds, the policies, procedures, or requirements of the Boy Scouts of America.

### What an Eagle Scout Candidate Should Expect

The Eagle Scout service project belongs to the Eagle Scout candidate. His parents and others may help, but the Scout must be the leader. Nonetheless, while working toward completion of the project, especially during the proposal approval process, a candidate has the right to expect the following, as reprinted from the *Guide to Advancement*, topic 9.0.2.1.

1. Questioning and probing for his understanding of the project, the proposal, and what must be done, shall be conducted in a helpful, friendly, courteous, and kindhearted manner. We will respect the Scout's dignity. He will be allowed, if he chooses, to have a parent, unit leader, or other adult present as an observer at any time he is discussing his proposal or project with someone who is reviewing it.
2. Project expectations will match Eagle Scout requirement 5, and we will not require proposals to include more than described in the *Eagle Scout Service Project Workbook*.
3. If requested by the Scout or his parent or guardian, an explanation of a proposal rejection will be provided in writing, with a copy sent to the council advancement chair and staff advisor. It will indicate reasons for rejection and suggestions concerning what can be done to achieve approval.
4. Guidance that maximizes the opportunity for completion of a worthwhile project will be readily available and strongly recommended. Ultimately, however, the responsibility for success belongs to the Scout, and final evaluation is left to the board of review.
5. If the candidate believes he has been mistreated or his proposal wrongfully rejected, he will be provided a method of redress. This will include the opportunity for a second opinion and approval, either through another volunteer or professional advancement administrator\*, or the Scout executive, as determined by the council advancement committee or executive board.

*\*An "advancement administrator" is a member or chair of a council or district advancement committee, or a volunteer or professional designated according to local practices, to assist in advancement administration.*



## Excerpts and Summaries From the *Guide to Advancement*

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### **Eagle Scout Service Project Coaches (See the *Guide to Advancement*, topic 9.0.2.9)**

Many units, districts, and councils use Eagle Scout service project “coaches,” because the advice they provide after approval of a proposal can be invaluable as a candidate completes his planning. A coach can help Scouts see that if a plan is not sufficiently developed then projects can fail. Assistance can come through evaluating a plan and discussing its strengths, weaknesses, and risks, but coaches do not have the authority to dictate changes, or take any other such directive action. Instead, coaches must use the BSA method of positive adult association, logic, and common sense to help the candidate make the right decisions.

It is up to the council to determine who may serve as project coaches and how they might be assigned or otherwise provided to candidates. Coaches must be registered with the BSA (in any position) and be current in BSA Youth Protection training, and may come from the unit, district, or council level. For examples of how a service project coach can assist, please see the *Guide to Advancement*, topic 9.0.2.9. Note that there should be only one coach that is *designated* for you by your council or district; but your unit may also provide people to coach you.

### **What Is Meant by “Give Leadership to Others ...?” (See the *Guide to Advancement*, topic 9.0.2.4)**

“Others” means at least two people besides the Scout. Helpers may be involved in Scouting or not, and of any age appropriate for the work. Councils, districts, and units shall not establish requirements for the number of people led, or their make-up, or for time worked on a project. The most important thing is that Eagle candidates exhibit leadership.

### **Evaluating the Project After Completion (See the *Guide to Advancement*, topic 9.0.2.13)**

Eagle Scout projects must be evaluated primarily on impact—the extent of benefit to the religious institution, school, or community, and on the leadership provided by the candidate. There must also be evidence of planning and development. This is not only part of the requirement, but relates to our motto to, “Be Prepared.” However, in determining if a project meets requirement 5, reviewers must not require more planning and development than necessary to execute the project. These elements must not overshadow the project itself, as long as the effort was well led, and resulted in an otherwise worthy outcome acceptable to the beneficiary.

There may be instances where upon its completion, the unit leader or project beneficiary chooses not to approve a project. One or the other may determine modifications were so significant that the impact of the project was insufficient. The candidate may be requested to do more work or even start over with another project. He may choose to meet these requests, or he may decide—if he believes his completed project worthy and in compliance—to complete his Eagle Scout Rank Application and submit his project workbook without final approval. He must be granted a board of review should he request it. If it is thought a unit board may not provide a fair hearing, a board of review under disputed circumstances may be initiated according to the *Guide to Advancement*.

### **Risk Management and Eagle Scout Service Projects (See the *Guide to Advancement*, topic 9.0.2.14)**

All Eagle Scout service projects constitute official Scouting activity and thus are subject to Boy Scouts of America policies and procedures. Projects are considered part of a unit's program and are treated as such with regard to policies, procedures, and requirements regarding Youth Protection, two-deep leadership, etc. The health and safety of those working on Eagle projects must be integrated into project execution. Since an Eagle Scout service project is a unit activity, unit leadership has the same responsibility to assure safety in conducting a project as with any other unit activity. The unit leader or unit committee should reject proposals for inherently unsafe projects. The candidate should plan for safe execution, but it must be understood that minors cannot and must not be held *responsible* for safety concerns. As with any Scouting activity, the *Guide to Safe Scouting* applies. The “Sweet 16 of BSA Safety” must also be consulted as a planning tool. It can be found at: [www.scouting.org/scoutsource/healthandsafety/sweet16.aspx](http://www.scouting.org/scoutsource/healthandsafety/sweet16.aspx). The *Guide to Safe Scouting* may be accessed at [www.scouting.org/scoutsource/HealthandSafety/GSS/toc.aspx](http://www.scouting.org/scoutsource/HealthandSafety/GSS/toc.aspx).

### **Insurance and Eagle Scout Projects (See the *Guide to Advancement*, topic 9.0.2.15)**

The Boy Scouts of America General Liability Policy provides general liability insurance coverage for official Scouting activities. Registered adult leaders are provided primary coverage. Unregistered adults participating in a Scouting activity are provided coverage in excess of their personal insurance. Every council has the opportunity to participate in the BSA accident and sickness insurance program. It provides insurance for medical and dental bills arising from Scouting activities. If councils do not purchase this, then units may contract for it. In some cases, chartered organizations might provide insurance, but this must not be assumed. Most of these programs provide only secondary coverage, and are limited to registered youth and adults and those interested in becoming members.





## Eagle Scout Service Project Proposal



BOY SCOUTS OF AMERICA®

**Eagle Scout candidate's full legal name** Joseph John Mroz

**Eagle Scout Service Project Name** Bridge and Trail at Grater Woods

### Eagle Scout Requirement 5

While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than Boy Scouting.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the *Eagle Scout Service Project Workbook*, No. 512-927, in meeting this requirement.

# Instructions for Completing Your Proposal

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## Meeting the Five Tests of an Acceptable Eagle Scout Service Project

Your proposal must be completed first. It is an overview, but also the beginnings of planning. It must show your unit leader, unit committee, and council or district that your project can meet the following tests.

1. ***It provides sufficient opportunity to meet the Eagle Scout service project requirement.*** You must show that planning, development, and leadership will take place; and how the three factors will benefit a religious institution, a school, or your community.
2. ***It appears to be feasible.*** You must show the project is realistic for you to complete.
3. ***Safety issues will be addressed.*** You must show you have an understanding of what must be done to guard against injury, and what will be done if someone gets hurt.
4. ***Action steps for further detailed planning are included.*** You must make a list of the key steps you will take to make sure your final plan will have enough details so it can be carried out successfully.
5. ***You are on the right track with a reasonable chance for a positive experience.***

When completing your proposal you only need enough detail to show a reviewer that you can meet the tests above. If showing that you meet the tests requires a lengthy and complicated proposal, your project might be more complex than necessary. Remember, the proposal is only the *beginnings* of planning. Most of your planning will come with the next step, completion of your final plan.

If your project does not require materials or supplies, etc., simply mark those spaces "not applicable." As a reminder, do not begin any work, or raise any money, or obtain any materials, until your project proposal has been approved.

**Consider also, that if you submit your proposal too close to your 18<sup>th</sup> birthday, it may not be approved in time to finish planning and executing the project.**

## Working with Your Project Beneficiary

On the last two pages of this workbook there is an information sheet called, "Navigating the Eagle Scout Service Project." This is for you to print and give to the religious institution, school, or community that will benefit from your efforts. You should do this as part of your first meeting with your beneficiary and use the sheet to help explain how the Eagle Scout service project works. Be sure to read it carefully so you can explain what it says.

"Navigating the Eagle Scout Service Project" will help you communicate a number of things to your beneficiary. For example, it provides thanks and congratulations for accepting the project; and it gives some background, discusses the requirements, and points out the responsibilities connected with approving your project proposal. It also explains that the beneficiary has the right to review, and also to require changes in your final plan.

Again, be sure to read carefully "Navigating the Eagle Scout Service Project" so you will have a full understanding of the role of your beneficiary.

## Next Step: Your Final Plan

Once your proposal is approved, you are ***strongly encouraged*** to complete the final plan form in this workbook. Doing so increases the likelihood your project will be approved at your Eagle Scout board of review. As you prepare to complete it, you should meet with a project coach. Check with the person who handled the approval of your project proposal to learn how coaches are designated in your community.

Your designated coach can help you avoid the common pitfalls associated with Eagle Scout service projects and be a big part of your success. You may also want to talk to your unit leader. There may be adults in your troop who are experts in conducting the kind of project you are planning. It's ok for you to work with them as well. The more coaching you get, the better your results will be.

## Beginning Work on Your Project

Once your proposal has been fully approved and you have finished your final planning, only then, may you begin work on your project.



## Contact Information

Eagle Scout candidates should know who is involved, but contact information may be more important to unit leaders, unit committees, project beneficiaries, and council or district approval representatives in case they want to talk to one another. While it is recognized that not all the information will be needed for every project, Scouts are expected to provide as much as reasonably possible. Approval representatives must understand, however, that doing so is not part of the service project requirement.

### Eagle Scout Candidate

Name: Joseph John Mroz	Birth date: December 1st, 1998		
Email address: funkmasterj24@gmail.com	BSA PID number*: 115898188		
Address: 6 Watersedge Dr.	City: Nashua	State: NH	Zip: 03063
Preferred telephone(s): (603-) 889-4474	Life board of review date: 5/2/13		

\* BSA PID No., found on the BSA membership card

### Current Unit Information

Check one: <input checked="" type="checkbox"/> Troop <input type="checkbox"/> Team <input type="checkbox"/> Crew <input type="checkbox"/> Ship	Unit Number: 424
Name of District: Arrowhead	Name of Council: Daniel Webster

**Unit Leader** Check one: ☒ Scoutmaster ☐ Varsity Coach ☐ Crew Advisor ☐ Skipper

Name: Eric Faust	Preferred telephone(s): (603-) 930-0758		
Address: 5 Lilac Ct.	City: Merrimack	State: NH	Zip: 03054
Email address: CEFaust@Comcast.net			

### Unit Committee Chair

Name: Sally Ann Trepanier	Preferred telephone(s): (603-) 424-2944		
Address: 34 Sarah Dr.	City: Merrimack	State: NH	Zip: 03054
Email address: STrepanier1023@GMail.com			

### Unit Advancement Coordinator (If your unit has one)

Name: David Thibault	Preferred telephone(s): (603-) 883-2614		
Address: 31 Greenwood Dr.	City: Nashua	State: NH	Zip: 03062
Email address: DaveThibault@Comcast.net			

### Project Beneficiary (Name of religious institution, school, or community)

Name: Merrimack Conservation Commission	Preferred telephone(s): (603-) 424-3531		
Address: 6 Baboosic Lake Rd	City: Merrimack	State: NH	Zip: 03054
Email address: ttenhave@merrimacknh.gov			

### Project Beneficiary Representative (Name of contact person for the project beneficiary)

Name: Matt Caron	Preferred telephone(s): (603-) 321-8736		
Address:	City:	State: NH	Zip:
Email address: mtriple@gmail.com			

### Your Council Service Center

Council name: Daniel Webster Council	Preferred telephone(s): (603-) 625-6431		
Address: 571 Holt Avenue	City: Manchester	State: NH	Zip: 03109

### Council or District Project Approval Representative

(Your unit leader, unit advancement coordinator, or council or district advancement chair may help you learn who this will be.)

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email address:			

### Project Coach (Your council or district project approval representative may help you learn who this will be.)

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email address:			

## Project Description and Benefit

Briefly describe your project.

My project will be to create a trail that will connect the Brickyard trail to the Red Maple trail. My trail will allow hikers, mountain bikers, cross country skiers, etc. to have a safe trip while enjoying the beauty of nature. This trail will go uphill and downhill very smoothly so people will not fall on steep slopes. This trail will require a bridge that will span over a seasonal run-off that is not avoidable through any means of trail rerouting. The bridge will be 12' to 20' depending on the angle the bridge is placed across the seasonal run-off.

Attach sketches or "before" photographs if these will help others visualize the project.

Please click below to add images (JPEG, JPG, BMP, GIF, TIF, PNG, etc.)



Start of the Trail



End of the Trail



Bridge location

Tell how your project will be helpful to the beneficiary. Why is it needed?

It will be a half a mile long trail that will allow people to have a safe and nice trip while hiking, biking, or skiing at Grater Woods.

When do you plan to begin carrying out your project? Late Summer of 2015. (end of July beginning of August)

When do you think your project will be completed? Early Fall of 2015. (end of September beginning of October)

## Giving Leadership

Approximately how many people will be needed to help on your project? Around 20 to 30 people.

Where will you recruit them (unit members, friends, neighbors, family, others)? Explain:

I will be recruiting family members and scouts from my troop by sending out emails and conducting presentations at troop meetings. I will also provide food and soda to entice them to participate.

What do you think will be most difficult about leading them?

I feel the most difficult thing about leading is to teach the volunteers exactly what they need to do and to motivate them to get the work done.

## Materials

*Materials are things that become part of the finished project, such as lumber, nails, and paint.*

What types of materials, if any, will you need? You do not yet need a detailed list of exact quantities, but you must show you have a reasonable idea of what is required. For example, for lumber, include basic dimensions such as 2" x 4" or 4" x 4".

About 25 planks of lumber 1ft by 4ft

About 8 planks of lumber 1ft by 8ft

2 boxes of screws.

2 boxes of nails.

Trail markers

Paint

## Supplies

*Supplies are things you use up, such as food and refreshments, gasoline, masking tape, tarps, safety supplies, and garbage bags.*

What kinds of supplies, if any, will you need? You do not yet need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

Pink tape

Gasoline

Safety glasses

Garbage bags

Food

Water

## Tools

*Include tools, and also equipment, that will be borrowed, rented, or purchased.*

What tools or equipment, if any, will you need? You do not need a detailed list yet, but you must show you have a reasonable idea of what is required.

Chainsaws  
Bow saws  
Saws  
Hedge cutters  
Screwdrivers  
Rakes  
Gloves  
Safety glasses  
Hammers  
Shovels

## Other Needs

*Items that don't fit the above categories; for example, parking or postage, or services such as printing or pouring concrete, etc.*

What other kinds of expenses do you think you might encounter?

I currently do not predict any other expenses that are outside the supplies and materials category.

## Permits and Permissions

*Note that property owners should obtain and pay for permits.*

Will permissions or permits (such as building permits) be required for your project? Who will obtain them? How long will it take?

I will need permission from Grater Woods Sub-Committee, Conservation Commission, and the town to build a trail at Grater Woods. I will obtain this permission from the Sub-Committee, Conservation Commission, and the town by presenting my project to them and obtaining their approval. I believe this process will take about three months to obtain all my approvals. I will also need permission from Merrimack middle school to open the gate to Grater Woods. I will do this by getting permission from the principal

## Preliminary Cost Estimate

*You do not need exact costs yet. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses. Include the value of donated material, supplies, tools, and other items. It is not necessary to include the value of tools or other items that will be loaned at no cost. Note that if your project requires a fundraising application, you do not need to submit it with your proposal.*

Enter estimated expenses below: (Include sales tax if applicable)		<b>Fundraising:</b> Explain how you will raise the money to pay for the total costs. If you intend to seek donations of actual materials, supplies, etc., then explain how you plan to do that, too.
Materials:	\$200.00	I plan to do a bake sale to fund-raise for the materials and supplies. I plan to get the bake sale items from scouts who volunteer to help and from myself.
Supplies:	\$0.00	
Tools:	\$0.00	
Other:	\$75.00	
<b>Total costs:</b>	<b>\$275.00</b>	

## Project Phases

Think of your project in terms of phases, and list what they might be. The first may be to complete your final plan. Other phases might include fundraising, preparation, execution, and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated; brief, one line descriptions are sufficient.

1.	Mark the trail to have and estimate of what it will look like.
2.	Get project approvals.
3.	Revisit and remark the trail where needed. (moving around areas with puddles not noticed during initial marking)
4.	Fundraising
5.	Create the trail (cut down trees and branches)
6.	Clean up the trail.
7.	Build bridge in place.

8. Mark the trail with trail markers and take down the pink markers.



## Logistics

*Check with your council service center to determine if a Tour and Activity Plan is required.*

How will you handle transportation of materials, supplies, tools, and helpers? Will you need a Tour and Activity Plan?

Workers will arrive to the site by foot while carrying in supplies and tools.

## Safety Issues

*The Guide to Safe Scouting is an important resource in considering safety issues.*

Describe the hazards and safety concerns you and your helpers should be aware of.

When trees need to be cut down I will make sure bystanders are away from the tree so trees will not fall on people. When I need wood or branches to be cut I will make sure workers stay a safe distance away from the person cutting so they will not get injured by tools or shards. I will have workers wear safety glasses to prevent wood or other particles from getting in their eyes while they are working. Gloves will be worn by all workers to prevent blisters, cuts, and splinters.

## Final Planning

*You do not have to list every step, but it must be enough to show you have a reasonable idea of how to complete a final plan.*

List some action steps you will take to complete a final plan. For example "Complete a more detailed set of drawings."

Get the bridge design finalized and make a detailed drawing to make the bridge assembly easier.

## Candidate's Promise\* *Sign below before you seek the other approvals for your proposal.*

On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 5. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chosen as beneficiary.

Signed

Date

*\* Remember: Do not begin any work on your project, or raise any money, or obtain any materials, until your project proposal has been approved.*

### Unit Leader Approval\*

I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development, and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow him.

Signed

Date

Name (Printed)

### Unit Committee Approval\*

This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can to see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal.

Signed

Date

Name (Printed)

### Beneficiary Approval\*

This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) that we have agreed to. We understand any fund raising he conducts will be in our name and that funds left over will come to us if we are allowed to accept them. We will provide receipts to donors as required.

***Our Eagle candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries."***

☐ Yes

☐ No

Signed

Date

Name (Printed)

### Council or District Approval

I have read topics 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout service project, in the *Guide to Advancement*, No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to complete a final plan and further encourage him to share it with a project coach who has been designated for him.

Signed

Date

Name (Printed)

*\*While it makes sense to obtain approvals in the order they appear, there shall be no required sequence for the order of obtaining those approvals marked with an asterisk (\*). Council or district approval, however, must come after the others.*



## Eagle Scout Service Project Final Plan



BOY SCOUTS OF AMERICA®

**Eagle Scout candidate's name** Joseph John Mroz

**Eagle Scout Service Project Name** Bridge and Trail at Grater Woods

**Planned start date** 12/12/14

**Planned completion date** \_\_\_\_\_

Eagle Scout requirement 5 says you must "plan" and "develop" your service project. Though this final plan is a tool for your use, and is not approved or signed, it is important in helping to show you have done the required planning and development. You should take this final plan with you to your Eagle Scout board of review. Note that you are not required to provide more details than are necessary for the accomplishment of your project.

A Scout who is prepared will complete the final plan, and then before he begins carrying out his project, he will ask a project coach to review it with him. The council or district representative who approved your proposal may have agreed to serve as your project coach, or someone else may be designated to take this important role. A project coach's involvement and review of your final plan is optional, but it can help you avoid many problems or mistakes. This can also improve your chances of passing the Eagle Scout board of review.

You should also show your final plan to your beneficiary prior to carrying out your project. This will help ensure your plans agree with the beneficiary's expectations. Remember, the project beneficiary has the authority to require and approve a final project plan. Be sure to read "Navigating the Eagle Scout Service Project" at the end of this workbook.

Comments From Your Proposal Review

What suggestions were offered by the council or district representative who approved your proposal?

Project Description and Benefit—Changes From the Proposal

As projects are planned, changes are usually necessary. If they are major, it is important to confirm they are acceptable to the beneficiary. You should also discuss major changes with those who approved your proposal, and also with your coach, to get an idea if the changes will be acceptable to your board of review.

How will your project be different from your approved proposal?

Will the changes make the project more, or less, helpful to the beneficiary? Explain:

Present Condition or Situation

Include "before" photographs to show the board of review in Attachments section below.

Describe the present condition of the worksite. For an event or activity, describe your biggest obstacles.

Project Phases

You may have more than eight phases, or fewer, as needed; if more, you may add them below, or place in an attachment.

Look at the phases from your proposal. Make any changes, then provide a little more detail, including approximate starting and ending dates for each phase.

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

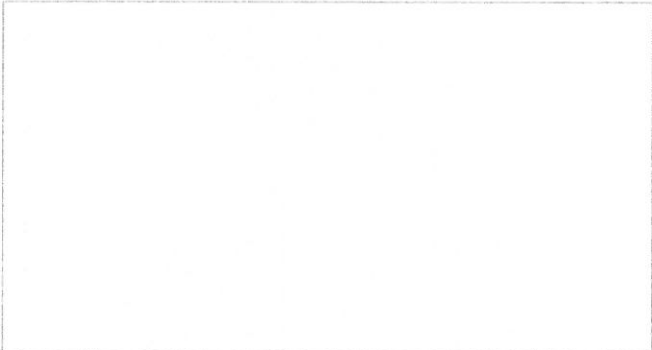



## Work Processes

Prepare a step-by-step list of what must be done and how everything comes together: site preparation, sizing, assembly, fastening of materials, finishes to be used (paint, varnish, etc.), uses of supplies and tools, etc. Your project coach may be able to assist.

## Attachments

If you are unable to attach items within this workbook, or if they don't attach to your satisfaction, please put them in separate documents that you may send along with your workbook. Attachments might include such things as additional plans, drawings, diagrams, maps, and pictures that will help you carry out your project. They may also be helpful to your workers, your coach, the project beneficiary, and to your board of review. Drawings, if needed, should be to scale. If you are planning an event or activity, something like a program outline or a script would be appropriate.

	
Click above box to add an image. Click here to add an image caption.	Click above box to add an image. Click here to add an image caption.

## Permits and Permissions

*The Tour and Activity plan has also been called the "Tour Permit."*

Will a Tour and Activity Plan be needed to comply with local council policies? \_\_\_\_\_

If you will need permissions or permits\*, what is being done to obtain them, and when will they be issued?

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\*Could include building or electrical permits, dig permits, event permits, permission to access property, wilderness or back country permits, etc.

## Materials

List each item, description, quantity, unit cost, total cost, and source. For donated items show value in cost columns. See example.

Plywood	3/4", 4'x8', B-C interior grade	3	20.00	60.00	ABC Hardware donation*
Item	Description	Quantity	Unit Cost	Total Cost	Source
Total cost of materials					

\*If you plan for donations such as the one shown in the example above, you will most likely need to complete the Eagle Scout Service Project Fundraising Application. It can be found later in this workbook.

**Supplies** List each item, description, quantity, unit cost, total cost, and source. For donated items show value in cost columns. See example.

Plastic tarp	9' x 12', 2ml thick	2	4.00	8.00	ABC Hardware purchase
Item	Description	Quantity	Unit Cost	Total Cost	Source
Total cost of supplies					

## Tools

List tools and equipment that must be purchased or rented; with quantity, unit cost, total cost, source, and who will operate, or use it. See example.

Circular power saw*	1	\$0	\$0	Mr. Smith	Mr. Smith
Tool	Quantity	Unit Cost	Total Cost	Source	Who will operate/use?
Total cost of tools					

\* Power tools considered hazardous, like circular saws, must be operated by adults who are experienced in their use. See Guide to Safe Scouting and age appropriate guidelines, located at [www.scouting.org/sitecore/content/Home/HealthandSafety/Guidelines\\_Policies.aspx](http://www.scouting.org/sitecore/content/Home/HealthandSafety/Guidelines_Policies.aspx).

**Other Needs** List each item, description, quantity, unit cost, total cost, and source. For donated items show value in cost columns. See example

Printing	Marketing brochure	2000	.01	20.00	Copy Services, Inc.
Item	Description	Quantity	Unit Cost	Total Cost	Source
Total cost of other needs					

## Expenses

## Revenue

Item	Projected Cost	Total to be raised: \$
Total materials (from above)		Contribution from beneficiary: \$
Total supplies (from above)		Describe how you will get the money for your project. Include what any helpers will do to assist with the effort and also any requests you will make for donations of supplies, materials, etc.
Total tools (from above)		
Total other (from above)		
<b>Total cost</b>		



## Giving Leadership

Complete the chart below, telling about specific jobs that need to be done, the skills needed to do them, whether they must be adults or may be youth, how many helpers are needed, and how many you have so far (if any). For example:

Work at car wash	Able to drive or wash cars	Adult drivers/supervisors, youth to wash	2 adults, 10 youth	1 adult, 5 youth
Job to Be Done	Skills Needed (If any)	Adult or Youth	Helpers Needed	Helpers So Far

What are your plans for briefing helpers, or making sure they know how to do what you want them to do?

What is your plan for communicating with your workers to make sure they know how to get to the site and where to park, that they will be on time and they will have with them what they need?

## Logistics

How will the workers get to and from the place where the work will be done?

How will you transport materials, supplies, and tools to and from the site?

How will you assure the tools used are in good condition, that clearance and barriers needed between users are considered, and that the tools are properly used and stored?

How long will your helpers be working each day? (Recommended no more than eight hours per day)

How will the workers be fed?

Where will restrooms be located?

## Safety

Will a first-aid kit be needed for this project? If so, where will it be kept?

Will any hazardous materials or chemicals be used? If so, how will you see that they are properly handled?

List hazards you might face. These could include severe weather, wildlife, hazardous tools or equipment, overhead or underground utilities, sunburn, etc. What will you do to prevent problems? For example, "Hazardous tools will be operated by adults only."

Potential Hazard	What will you do to prevent problems?

How do you plan to communicate these safety issues and hazards to your helpers?

What personal protective equipment or supplies may be needed? (For example, gloves, goggles, hardhats, etc.)

When will you hold a safety briefing? \_\_\_\_\_ Who will conduct it? \_\_\_\_\_

Who will be your first-aid specialist? \_\_\_\_\_

How may emergency vehicles access the site? \_\_\_\_\_

## Contingency Plans

What could cause postponement or cancellation of the project? What will you do should this happen?

## Comments From Your Project Coach About Your Final Plan

*A project coach's comments can be extremely helpful in assuring your project is successful.*

# Eagle Scout Service Project Fundraising Application

Before completing this application, it is important to read "Procedures and Limitations on Eagle Scout Service Project Fundraising." This can be found on the next page: "Fundraising Application Page B." Once completed, you must obtain approval from the project beneficiary and your unit leader, and then submit the fundraising application to your council service center at least two weeks in advance of your fundraising efforts. You will be contacted if it cannot be approved or if adjustments must be made. Use this form, not the Unit Money-Earning Application.

## Eagle Scout Candidate

Name: Joseph John Mroz	Preferred telephone(s): (603-) 889-4474		
Address: 6 Watersedge Dr.	City: Nashua	State: NH	Zip: 03063
Email address: funkmasterj24@gmail.com			
Check one	<input checked="" type="checkbox"/> Troop	<input type="checkbox"/> Team	<input type="checkbox"/> Crew <input type="checkbox"/> Ship
Unit No. 424			
Name of district: Arrowhead		Name of council: Daniel Webster	

## Project Beneficiary (Name of the religious institution, school, or community)

Name: Merrimack Conservation Commission	Preferred telephone(s): (603-) 424-3531		
Address: 6 Baboosic Lake Rd	City: Merrimack	State: NH	Zip: 03054
Email address: ttenhave@merrimacknh.gov			

## Project Beneficiary Representative (Name of contact person for the project beneficiary)

Name: Matt Caron	Preferred telephone(s): (603-) 321-8736		
Address:	City:	State: NH	Zip:
Email address: mtriple@gmail.com			

Describe how funds will be raised:

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Proposed date the service project will begin: \_\_\_\_\_

Proposed dates for the fundraising efforts: \_\_\_\_\_

How much money do you expect to raise? \_\_\_\_\_

If people or companies will be asked for donations of money, materials, supplies, or tools, how will this be done and who will do it?\*

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\*You must attach a list of prospective donor names and what they will be asked to donate. This is not required for an event like a car wash.

Are any contracts to be signed? \_\_\_\_\_ If so, by whom? \_\_\_\_\_

Contract details:

## Approvals

The beneficiary and unit leader sign below, in any order, before authorized council approval is obtained.

Beneficiary		Unit Leader		Authorized Council Approval*	
Signed	Date	Signed	Date	Signed	Date

\*Councils may delegate approval to districts or other committees according to local practices.

## Procedures and Limitations on Eagle Scout Service Project Fundraising

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The Eagle Scout Service Project Fundraising Application must be used in obtaining approval for service project fundraising or for securing in-kind donations such as supplies or materials.\* Send the completed form with any attachments to your local council service center, where it will be routed to those responsible for approval. This may be a district executive or another staff member, the council or district advancement committee, a finance committee, etc., as determined by your council. Only one form is required per service project even if there will be multiple events, participants, or donors.

*\*This application is not necessary for contributions from the candidate, his parents or relatives, his unit or its chartered organization, parents or members in his unit, or the beneficiary. All proceeds left over from fundraising or donations, whether money, materials, supplies, etc., regardless of the source, go to the beneficiary. If the beneficiary is not allowed, for whatever reason, to retain any excess funds or materials, etc., the beneficiary should designate a suitable charity to receive them, or allow the unit to retain them. The unit must not influence this decision.*

**If the standards below are met, your fundraising effort likely will be approved.**

1. Eagle Scout service projects may not be fundraisers. In other words, the candidate may not stage an effort that primarily collects money, even if it is for a worthy charity. Fundraising is permitted only for securing materials, etc., and otherwise facilitating a project. Unless the effort involves contributions only from the beneficiary, the candidate, his parents or relatives, his unit or its chartered organization, or from parents or members in his unit, it must be approved by the local council. This is achieved by submitting the Eagle Scout Service Project Fundraising Application.
2. It must be clear to all donors or event participants that the money is being raised on behalf of the project beneficiary. Once collected, money raised must be turned over to the beneficiary or to the candidate's unit for deposit until needed for the project. If the unit receives the funds, it must release them to the beneficiary once expenses have been paid.
3. Any contracts must be signed by a responsible adult, acting as an individual, without reference to the Boy Scouts of America. The person who signs the contract is personally liable. Contracts must not and cannot bind the local council, the Boy Scouts of America, or the unit's chartered organization.
4. If something is to be sold, we want people to buy it because it is a quality product, not just because of an association with Scouting. Buyers or donors must be informed that the money will be used for an Eagle Scout service project to benefit the school, religious institution, or community chosen, and any funds left over will go to that beneficiary.
5. Any products sold, or fundraising activities conducted, must be in keeping with the ideals and principles of the BSA. For example, they must not include raffles or other games of chance.
6. Should any donors want documentation of a gift, this must be provided through the project beneficiary, not the Boy Scouts of America. If a donor or fundraising participant wants a receipt, this too, must be provided in the name of the beneficiary.
7. Youth are not normally permitted to solicit funds on behalf of other organizations. However, a local council may allow an exception for Eagle Scout service projects.
8. Local councils may determine that certain types of fundraisers such as bake sales and car washes do not require a fundraising application. Councils may also establish dollar thresholds, as well; for example, "Any effort expected to raise less than \$500 does not require an application."





## Eagle Scout Service Project Report



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's name Joseph John Mroz

Eagle Scout Service Project Name Bridge and Trail at Grater Woods

Project start date \_\_\_\_\_ Project completion date \_\_\_\_\_

This report is to be completed after your service project has been concluded. It is not necessary to provide lengthy answers. Be prepared to discuss your project and this report at your board of review.

## Project Execution:

Once planning was completed, when did the work begin? \_\_\_\_\_ When was it finished? \_\_\_\_\_

## Project Description

Please provide a brief description of your completed project and the impact it will have.

Describe what you did after your proposal was approved to complete the planning of your project.

## Observations

What went well?

What was challenging?

## Changes

Many successful projects require changes from the original proposal. What significant changes did you make and why did you make them (be brief)?

## Leadership

In what ways did you demonstrate leadership?

What was most difficult about being the leader?

What was most rewarding about being the leader?

What did you learn about leadership, or how were your leadership skills further developed?

## Materials, Supplies, Tools, Other

Were there significant shortages or overages of materials, supplies, tools, and other? If so, what effect did this have?

## Entering Service Project Data

The BSA collects information on the hours worked on Eagle Scout service projects\* because it points to achievement of our citizenship aim. To assist with the data collection, please refer to your list of people who helped and the number of hours they worked. Then please provide the information requested below. Include hours spent doing planning under Total Hours Worked.

**Be sure to include yourself, and the time spent on planning.**

	Number of Workers	Total Hours Worked
<b>The Eagle Scout candidate</b>	1	
<b>Registered BSA youth members</b>		
<b>Other youth</b> ( <i>brothers, sisters, friends, etc., who are not BSA members</i> )		
<b>Registered BSA adult Scouting volunteers and leaders</b>		
<b>Other adults</b> ( <i>parents, grandparents, etc., who are not BSA members</i> )		
<b>Grand Total of Hours</b> ( <i>Enter here and on your Eagle Scout Rank Application.</i> )	1	

**\* There is no requirement for a minimum number of hours that must be worked on an Eagle Scout service project.**

*If you have been told you must meet a minimum number of hours then you may lodge a complaint with your district or council. If you have given leadership to an **otherwise worthy** project and are turned down by your board of review solely because of a lack of hours, you should appeal the decision.*

## Funding

Describe your fundraising efforts:

How much was collected? \_\_\_\_\_

How much was spent? \_\_\_\_\_

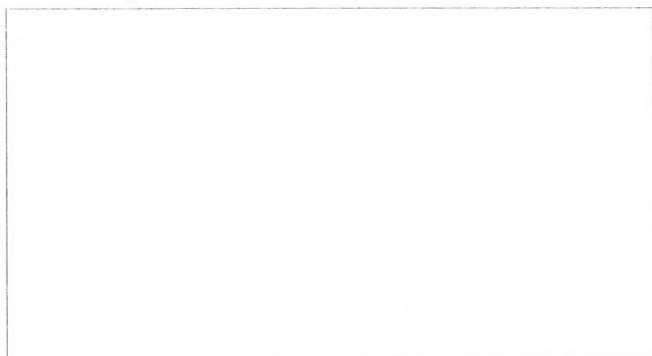
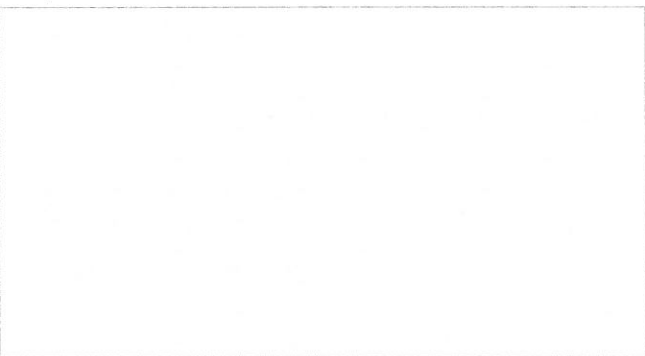
If your expenses exceeded funds available, explain why this happened, and how excess expenses were paid.

If you had money left over after project completion, did you turn it over to the project beneficiary? If "No," when will that be done, or if your beneficiary is not allowed to accept the left over funds, which charity will receive them?

How were the donors thanked?

## Photos and Other Documentation

If you have them, attach photographs taken before, during, and after project completion. You may physically attach letters, maps, handouts, printed materials, or similar items that might be helpful to your board of review.

	
Click above box to add an image. Click here to add an image caption.	Click above box to add an image. Click here to add an image caption.

## Candidate's Promise

*Sign below before you seek the other approvals.*

*On my honor as a Scout, I was the leader of my Eagle Scout service project and completed it as reported here.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Completion Approvals

*In my opinion, this Eagle Scout service project meets Eagle Scout requirement 5, as stated on page 4 of this workbook.*

**Beneficiary name:** \_\_\_\_\_

**Unit leader name:** \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_





# Navigating the Eagle Scout Service Project

Information for Project Beneficiaries

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## Thank You and Congratulations

Congratulations on your selection as an Eagle Scout service project beneficiary, and thank you for the opportunity you are making available to an Eagle Scout candidate. Support from community organizations is important to Scouting—just as important as Scouting's contributions are to the community. Scouts provide important services, and benefiting organizations such as yours provides a vehicle for personal growth.

## The Eagle Scout Rank and the Service Project

Service to others is an important part of the Scout Oath: "... to help other people at all times." Each year tens of thousands of young men strive to achieve the coveted Eagle Scout rank by applying character, citizenship, and Scouting values in their daily lives. One of the rank requirements is to *plan, develop, and give leadership to others in a service project helpful to any religious institution, school, or community*. Through this requirement, Scouts practice what they have learned and gain valuable project management and leadership experience.

## Typical Projects

There are thousands of possible Eagle Scout projects. Some involve building things, and others do not. There have been all kinds: making birdhouses for an arboretum, conducting bicycle safety rodeos, constructing park picnic tables or benches, upgrading hiking trails, planting trees, conducting well-planned blood drives, and on and on. Other than the general limitations noted below, there are no specific requirements for project scope or for how many hours are worked, and there is no requirement that a project have lasting value. What is most important is the *impact* or *benefit* the project will provide to your organization. In choosing a project, remember it must be something a group with perhaps limited skills can accomplish under the leadership of your Eagle Scout candidate. If your Scout is to fulfill the requirement, *he* must be the one to lead the project. It is important you work with him and not with his parents or leaders.

## Project Restrictions and Limitations

- Fundraising is permitted only for facilitating a project. Efforts that primarily collect money, even for worthy charities, are not permitted.
- Routine labor, like a service a Scout may provide as part of his daily life such as mowing or weeding a church lawn, is not normally appropriate. However, if project scale and impact are sufficient to require planning and leadership, then it may be considered.
- Projects are not to be of a commercial nature or for a business, though some aspects of a business operation provided as a service, such as a community park, may qualify.
- The Scout is not responsible for any maintenance of a project once it is completed.

## Approving the Project Proposal and Project Scheduling

Once a potential project is identified, you must approve your Scout's proposal. Regular communications can make this quick and easy, but be sure you have discussed and considered all aspects of the project with him and that he has a clear understanding of your expectations and limitations. Keep in mind his proposal is merely an overview—not a final, comprehensive plan.

Some projects may take only a few weeks or months to plan and carry out, while others may take longer. Scouts working toward the Eagle rank are typically busy, so scheduling flexibility may be important. The proposal must also have several approvals, besides yours, before final planning occurs and work begins. Therefore, if a proposed project must be completed by a certain rapidly approaching date, it may be a good idea to consider something different.

Remember, too, that all work must be completed before the Scout's 18<sup>th</sup> birthday.



## Approving Final Plans

After his proposal is approved by the BSA local council, your Scout must develop a plan for implementing the project. Before work begins, you should ask to see the plan. It may come in any format you desire or are willing to accept. It could even be a detailed verbal description. That said, the BSA includes a "Final Plan" form in your Scout's *Eagle Scout Service Project Workbook*, and we recommend that you ask your Scout to use it. If in your plan review you have any concerns the project may run into trouble or not produce the results you want, do not hesitate to require improvements *before* work begins.

## Permits, Permissions, and Authorizations

- If the project requires building permits, etc., your Scout needs to know about them for his planning. However, your organization must be responsible for all permitting. This is not a duty for the Scout.
- Your organization must sign any contracts.
- If digging is involved, it is your responsibility to locate, mark, and protect underground utilities as necessary.
- If you need approval from a committee, your organization's management, or a parent organization, etc., be sure to allow additional time and let the Scout know if he is to assist with this.

## Funding the Project

Eagle service projects often require fundraising. Donations of any money, materials, or services must be preapproved by the BSA unless provided by your organization; by the Scout, his parents, or relatives; or by his troop or its chartered organization. The Scout must make it clear to donors or fundraising event participants that the money is being raised on the project beneficiary's behalf, and that the beneficiary will retain any leftover funds. If receipts are needed, your organization must provide them. If your organization is not allowed to retain leftover funds, you should designate a charity to receive them or turn them over to your Scout's unit.

## Supervision

To meet the requirement to "give leadership to others," your Scout must be given every opportunity to succeed independently without direct supervision. The Scout's troop must provide adults to assist or keep an eye on things, and your organization should also have someone available. The Scout, however, *must* provide the leadership necessary for project completion without adult interference.

## Safety

Through the proposal and planning process, the Scout will identify potential hazards and risks and outline strategies to prevent and handle injuries or emergencies. Scouts as minors, however, *cannot be held responsible for safety*. Adults must accept this responsibility. Property owners, for example, are responsible for issues and hazards related to their property or employees and any other individuals or circumstances they would normally be responsible for controlling. If during project execution you have any concerns about health and safety, please share them with the Scout and his leaders so action may be taken. If necessary, you may stop work on the project until concerns are resolved.

## Project Completion and Approval

After the project has been completed, your Scout will ask for your approval on his project report. The report will be used in the final review of his qualifications for the Eagle Scout rank. If the Scout has met your reasonable expectations, you should approve the project; if he has not, you should ask for corrections. This is not the time, however, to request changes or additions beyond what was originally agreed.

The Eagle Scout service project is an accomplishment a Scout will always remember. Your reward will be a helpful project and, more important, the knowledge you have contributed to a young man's growth.

*Navigating the Eagle Scout Service Project is also available for download at: <http://www.scouting.org/advancement>.*